



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Parks and Recreation Commission

February 17, 2016

1. **CALL TO ORDER/ROLL CALL:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Gonzales, Greenberg, Melendrez, Nigel, Salazar, and Zamattia. Commissioner Absent: Vice-Chair Davis. Staff: Burns, Brewer, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Salazar led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Salazar/Melendrez** for approval of the agenda.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Gonzales** to approve the minutes of the January 20, 2016 meeting. Passed minutes with all ayes with the abstention of Commissioner Greenberg.
5. **PUBLIC COMMENT:** **Charlene Smith**, introduced herself as a student from Capuchino High School applying for the vacant position of Student Representative on the Parks and Recreation Commission. **Michael Rodriguez of Poplar Avenue**, introduced himself as a volunteer with San Bruno sports leagues and is interested in getting more involved with City affiliated organizations.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Schedule Meeting of the Community Recognition Award Subcommittee - Superintendent Brewer announced that the Community Recognition Award would be presented during the televised meeting in April. She will meet with the Subcommittee to review the applications and be able to present final applicants to the Commission for approval during the March meeting.
 - b. Provide Input on Development of 2016-17 Capital Improvement Program Budget - Director Burns asked the Commission for input regarding desired improvements for parks and parks facilities for the upcoming CIP Budget process. She also presented staff's recommendation of repair to park pathways in City, Commodore, Grundy, and Pacific Heights Parks. Commissioner Greenberg asked if it could be budgeted from the Bike and Pedestrian grant and Director Burns replied that the grant was not given for a pavement project and Commissioner Nigel added that the grant was awarded as a study grant.

Commissioner Salazar asked that if they chose to add the pavement project to the CIP if it would net new funding or use funding from approved projects. Director Burns replied that it would be new funding. Director Burns said that she would bring it back for the March agenda as an item for the Commission to vote on. Chair Palmer asked the Commission to email Director Burns and himself for any further requests or ideas they would have for the CIP budget so that those could also be included in the March agenda packet.

- c. Review and Accept Parks and Recreation Commission Bylaws – Superintendent Brewer presented the revised Bylaws that were updated by the City Attorney and approved by the City Council. The Commission discussed and agreed that some of the language in the Bylaws needed to be adjusted and agreed to continue it to the meeting in March.
- d. Review and Recommend Master Fee Schedule Updates – Superintendent Brewer explained that the changes in the Master Fee Schedule for the camps were due to increased costs in supplies, staff, and trips and that staff had taken into consideration the costs for neighboring cities before submitting their changes. The other change staff presented was the addition of the Belle Air Facility to the fee schedule due to the increased need for extra space for groups to reserve. **MSC Melendrez/Gonzales** to approve the recommendation of the Master Fee Schedule Updates to go to City Council. Passed with all ayes with the abstention of Commissioner Greenberg.
- e. Review and Approve Parks and Recreation Commission Handbook – Chair Palmer requested that this item be continued to the March or April meeting due to changes that needed to be addressed in regards to the Bylaws and changes for the Park Inspection section. Director Burns agreed that after further looking into this section of the handbook she believes language could be changed so that the Park Inspection could be more meaningful for the Commission. Chair Palmer asked the Commission to please email any items in the Handbook they would like to see amended and that they would continue this in either the March or April Commission meeting.

8. **UNFINISHED BUSINESS:**

- a. Receive and File Commodore Park Tree planting and Bollard Installation Plan – Director Burns presented a staff report with pictures of where trees and bollards would be placed at Commodore Park in order to deter cars from driving up in areas of park where they are not allowed. Commissioner Greenberg requested that the trees which will be planted on the right side of the park be put side by side and not staggered in order to deter cars from driving up the hill. Director Burns responded that she would address this with the Parks Supervisor for the final plans. The Commission agreed to what was presented and had no further changes to the plans.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Director Burns reminded the Commission that the Community Foundation offered the City Council \$30,000 in funding to provide a Community Day in the Park in 2016. Staff met with Lion's Club chairpersons and agreed to combine the Posy Parade with Community Day in the Park on Sunday, June 5. The Posy Parade will take place at 11:00 a.m. and Community Day in the Park will begin at noon. Superintendent Brewer announced that the Annual Easter Egg Hunt and Pancake Breakfast will be on Saturday, March 19. She also said that San Bruno's Sister City,

Narita, will be visiting starting on March 17 with a meet and greet at City Hall and events and activities to be scheduled for March 18.

11. **PUBLIC COMMENT:** **Charlene Smith** suggested residents painting a mural during Community Day in the Park that could be placed in front of the San Bruno City Pool.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

a. Subcommittee Updates

1. Glenview/Crestmoor Park Reconstruction – Commissioner Zamattia reported that she and Commissioner Greenberg attended the Earl/Glenview meeting on February 2 for residents to present their ideas for the park to MIG. Commissioner Greenberg stated that the residents overwhelmingly expressed that they wanted a neighborhood park and not a destination park. Director Burns said that she also attended the meeting and felt that residents had an overall positive response to MIG's process and that the next meeting would be on Monday, March 21.
2. Adopt-a-Park Program – Commissioner Gonzales provided a handout that included minutes from the meeting of the subcommittee on February 12, 2016 and a spreadsheet provided by Parks Supervisor, Dan Barros, of all the current Adopt-a-Park projects. A flier had been created by staff to promote the Adopt-a-Park program and would be distributed to the community. Their next steps would be to assign an ambassador from the Parks and Recreation Commission to each park and get a lead volunteer from the community to work together with staff to define projects that are needed.

b. Report from Commissioners

1. Commissioner Nigel thanked staff for the installation of the Bob Greenberg plaque at the San Bruno Reflections Sculpture. He also encouraged commissioners to attend the Community Foundation meetings to listen for input from the community and mentioned that they have commenced the scholarship program that will be funded through the Community Foundation. Commissioner Gonzales wanted to thank staff for quickly addressing a graffiti issue at Grundy Park earlier in the week. Commissioner Greenberg announced that Junior Giants will be having sign-ups at the Library on April 30 from 10:00 a.m. to 1:00 p.m.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:11 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno